

**COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND**

**RESOLUTION NO. R-14-14**

**Introduced By**                      **City Council**

**Date Introduced**                      **May 5, 2014**

**Date Adopted**                      **May 5, 2014**

**Date Effective**                      **May 5, 2014**

**A RESOLUTION concerning**

**Disposition of Surplus Property**

**FOR** the purpose of establishing policies and procedures for disposition of tangible personal property owned by the City which is considered surplus and no longer needed for any governmental purpose.

**SECTION 1. NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Seat Pleasant that the following policies and procedures regarding the disposition of surplus property are hereby adopted.

**1. General Provision.** This Resolution establishes procedures for the disposition of property owned by The City of Seat Pleasant (the "City"), other than real estate, which is considered surplus. For purposes of this Resolution, "surplus property" means and refers to any tangible personal property owned by the City that is no longer needed for any governmental purpose. The policies and procedures set forth herein shall supersede any other local policies and procedures, but not any State law, with respect to the disposition of surplus property. To the extent any provision of State law conflicts with this Resolution, such provision of State law shall be deemed to control.

**2. Procedures for Surplus Property.** A City department head desiring to have any City-owned tangible personal property declared surplus shall:

A. Fill out the surplus property request form, which shall be provided by the City Administrator;

B. Take a digital photograph of the property desired to be declared surplus;  
and

C. Submit the photograph and surplus property request form to the City Administrator.

### **3. Inclusions and Exemptions.**

A. All of the following tangible personal property must be disposed of in accordance with this Resolution:

- i. Items with an original cost in excess of \$5,000;
- ii. Computer processing units;
- iii. Large printers and copiers with an original cost in excess of \$500;
- iv. Office furniture and fixtures, file cabinets, chairs, tables, and the like;
- v. Office and communications equipment with an original cost in excess of \$500; and
- vi. Any other tangible personal property that can reasonably be expected to be of value or use to another City department or the public.

B. All tangible personal property not identified herein that is devoid of any value or use to any City department or the public shall be disposed of in the City Administrator's discretion.

C. The following tangible personal property is exempted from this Resolution:

- i. Vehicles, which shall be handled by the Department of Public Works Fleet Manager/Transportation Officer; and
- ii. Confiscated or unclaimed items from the Police Department, which shall be handled by the Chief of Police in cooperation with the Prince George's County Police Department.

### **4. Procedures for Valuable and Usable Surplus Property.**

A. If any surplus property, other than the property exempted herein, shall be deemed valuable or usable by the City Administrator or his or her designee, then the City Administrator shall send an email to all City department heads offering the surplus property for use on a first-come, first-served basis. If no City department head claims the surplus property within ten business days, such surplus property shall be sold at public auction to the highest bidder.

B. Other local governments and interested organizations may submit a request to the City Administrator to purchase or have donated to them surplus property. The

City Administrator shall have sole discretion in considering such requests. Furthermore, any surplus property offered for sale at public auction that is not sold may be sold or donated to another local government or interested organization.

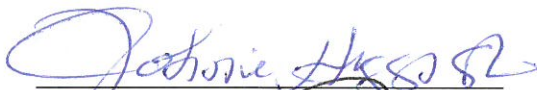
C. No surplus property shall be taken by any City employee or official for personal use, regardless of the property's condition or value. Furthermore, no City employee or official, nor any member of such employee's or official's immediate family, shall be eligible to bid on surplus property sold at public auction.

D. All records relating to surplus property and the manner of disposal thereof shall be maintained by the City Administrator or a department designated by him or her.

**5. Distribution of Surplus Property to City Employees.** A copy of this Resolution shall be distributed to each City employee with an employee acknowledgement form. Each City employee shall acknowledge receipt of this Resolution by signing and dating the form in the presence of a witness who shall also sign and date the form. The executed form shall then be returned to the City's Human Resources Officer for filing in the employee's personnel file.


**SECTION II. AND BE IT FURTHER RESOLVED** that this Resolution, enacted this 7th day of May, 2014, shall take effect immediately upon adoption.


**COUNCIL OF THE CITY OF SEAT PLEASANT**

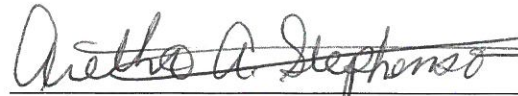
  
Johnie L. Higgs, Sr., Councilmember

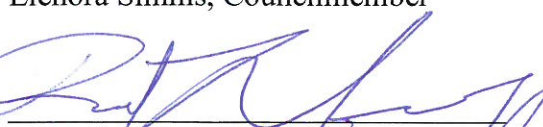
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Eugene F. Kennedy, Councilmember

  
Kelly Porter, Councilmember

  
Gerald R. Raynor, Sr., Councilmember

  
Elenora Simms, Councilmember

  
Aretha A. Stephenson, Councilmember

  
Reveral L. Yeargin, Councilmember

**ATTEST:**

  
Dashaun N. Lanham, City Clerk